

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
SYBLE HOPP SCHOOL  
ATTN: MS. BARB NATELLE  
SCHEURING ROAD  
DE PERE, WI 54115

March 30, 2009  
Invoice 305455  
Page 2

	Mary S. Gerbig	0.70 hrs.	215.00/hr	\$	150.50
2/19/09	Review inquiry from Mr. Lennon regarding IEP and respond; conference with Attorney Spitzer-Resnick; follow-up with Mr. Lennon, Ms. Natelle and Ms. Goron; edit letter to parent.				
	Mary S. Gerbig	0.60 hrs.	215.00/hr	\$	129.00
2/20/09	Series of conferences with Attorney Pollen and Mediator Vance to prepare for mediation.				
	Mary S. Gerbig	0.70 hrs.	215.00/hr	\$	150.50
2/20/09	Begin review of school policy information.				
	Mary S. Gerbig	0.20 hrs.	215.00/hr	\$	43.00
2/23/09	Conference with Ms. Natelle to prepare for mediation; review information from Ms. Natelle regarding behavior policies.				
	Mary S. Gerbig	0.80 hrs.	215.00/hr	\$	172.00
2/23/09	E-correspondence to Ms. Natelle regarding contract issues.				
	Robert W. Burns	0.30 hrs.	215.00/hr	\$	64.50
Total Fees for Professional Services.....				\$	1,612.50

Totals for This Matter

Fees for Professional Services ..... 1,612.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

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March 30, 2009  
Invoice 305455  
Page 3

NET CURRENT BILLING FOR THIS MATTER .....

1,612.50

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THANK YOU.

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APR 28 2009

Human Resources

 **DAVIS | KUELTHAU**  
attorneys at law

111 East Kilbourn, Suite 1400  
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414-276-0200

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

April 24, 2009  
Invoice 306561  
Page 1

Corp. Counsel

For Services Through March 31, 2009

Our Matter # 18852.02588

SEX OFFENDER MATTER

3/4/09	Attend scheduling conference; prepare status report for client; telephone conference with attorney Gillis; email to and from Kalny re same.				
	Bruce A. Olson	2.50 hrs.	215.00/hr	\$	537.50
3/5/09	Letter from Attorney Gillis with proposed stipulation for settlement.				
	Bruce A. Olson	0.20 hrs.	215.00/hr	\$	43.00
3/25/09	Telephone conference with attorney Gillis re Judge's conference acceptance of proposed modification to placement procedures; email to client regarding same.				
	Bruce A. Olson	0.40 hrs.	215.00/hr	\$	86.00
3/26/09	Attention to receipt and review of proposed stipulation and order for dismissal; attention to execution of same and forwarding for filing with court.				
	Bruce A. Olson	0.40 hrs.	215.00/hr	\$	86.00
Total Fees for Professional Services.....				\$	752.50

Totals for This Matter

Fees for Professional Services ..... 752.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
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Page 2

NET CURRENT BILLING FOR THIS MATTER .....

752.50

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April 24, 2009  
Invoice 306561  
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF April 24, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.02588      SEX OFFENDER MATTER

BILLING HISTORY

Last Bill Date .....	3/25/09
Last Bill-Thru Date .....	2/28/09
Last Bill Amount .....	86.00
Last Payment Date .....	2/9/09
Last Payment Amount .....	172.00

ACCOUNTS RECEIVABLE

0-30 Days .....	86.00
Over 30 Days .....	43.00
Over 60 Days .....	0.00
Over 90 Days.....	64.50
Over 120 Days .....	1,764.96
TOTAL A/R.....	1,958.46

Total Fees Billed .....	19,011.50
Total Hours Billed .....	96.10
Total Time Value Billed .....	
Total Fees Collected .....	17,059.64

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
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BROWN COUNTY  
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April 24, 2009  
Invoice 306561  
Page 4

INVOICE SUMMARY

Total Services: ..... \$752.50  
TOTAL SERVICES AND DISBURSEMENTS: ..... \$752.50

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Human Resources



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April 24, 2009  
Invoice 306562  
Page 1

Corp. Counsel

For Services Through March 31, 2009

Our Matter # 18852.02658

LAND CONSERVATION VIOLATIONS

3/4/09	Discussion of progress with settlement and content of press release with Mr. Hafs to send some prior releases of the DNR on similar cases.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
3/10/09	Review of proposed DNR version of the stipulation. Contact with Ms. VanGrinsven on same.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
3/13/09	Email to Mr. Crass re settlement and DNR demands.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
3/19/09	Review of proposed settlement draft by Michael Best; e-mails to Mr. Sonic concerning news release; e-mail to Mr. Hafs for input.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
3/20/09	Review of correspondence between DNR and Country Air and e-mail and response to DNR and Mr. Hafs.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
3/23/09	Review of final drafts of the agreement; inserted additional language and e-mail on news release.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50

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April 24, 2009  
Invoice 306562  
Page 2

3/27/09	E-mail to parties on press release and setting time for completing the settlement and need for close out letter.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
3/31/09	E-mail regarding press statement status and close out letter; review of close out letter. Response to DNR.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
Total Fees for Professional Services.....				\$	559.00

Totals for This Matter

Fees for Professional Services .....	559.00	
NET CURRENT BILLING FOR THIS MATTER .....		559.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
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April 24, 2009  
Invoice 306562  
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF April 24, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.02658          LAND CONSERVATION VIOLATIONS

BILLING HISTORY

Last Bill Date .....	3/25/09
Last Bill-Thru Date .....	2/28/09
Last Bill Amount .....	2,386.50
Last Payment Date .....	2/9/09
Last Payment Amount .....	1,817.48

ACCOUNTS RECEIVABLE

0-30 Days .....	2,386.50
Over 30 Days .....	2,752.10
Over 60 Days .....	0.00
Over 90 Days .....	1,440.50
Over 120 Days .....	2,322.00
TOTAL A/R .....	8,901.10

Total Fees Billed .....	16,056.00
Total Hours Billed .....	75.00
Total Time Value Billed .....	
Total Fees Collected .....	7,157.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
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THANK YOU.

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April 24, 2009  
Invoice 306562  
Page 4

INVOICE SUMMARY

Total Services: .....	\$559.00
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$559.00</u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

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APR 28 2009

Human Resources

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April 24, 2009  
Invoice 306563  
Page 1

Corp. Counsel

For Services Through March 31, 2009

Our Matter # 18852.04908

HOUSING DISCRIMINATION COMPLAINT

3/4/09	Call from Ms. Rubin of HUD; review of complaint and answer and calls to Mr. Strong and Ms. Rubin concerning same.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
3/4/09	Review of CCAP record of complainant to determine if there are any more violent conduct since the order to take medications; review of incident reports to compare with current CCAP.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
3/4/09	Discussion of results of her investigation with Ms. Rubin and possibility of settlement. She will forward an offer.				
	James M. Kalny	0.90 hrs.	215.00/hr	\$	193.50
3/5/09	Review of proposed settlement from Ms. Rubin; forward to Mr. Strong.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
3/18/09	Discussion with Ms. Rubin on status of offer and the complainants demands.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
3/27/09	E-mails setting meeting time and place for meeting to review County progress and current procedures regarding accommodation notice; call to Mr. Strong to discuss scope and to HUD to explain delay.				

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April 24, 2009  
Invoice 306563  
Page 2

	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
3/30/09	Discussion with Ms. Rubin on complainant's position on settlement, our pending meeting, the possibility of 504 action and the language the County would not accept in any proposed settlement.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
3/31/09	Meeting preparation; pulled the complaint, the request for accommodation, the federal rules that are applicable, the proposed settlement and the federal guidance manual; reviewed relevant portions; notes on settlement issues.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
Total Fees for Professional Services.....				\$	688.00

Totals for This Matter

Fees for Professional Services .....	688.00	
NET CURRENT BILLING FOR THIS MATTER .....		688.00

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April 24, 2009  
Invoice 306563  
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF April 24, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.04908          HOUSING DISCRIMINATION COMPLAINT

BILLING HISTORY

Last Bill Date .....	11/20/08
Last Bill-Thru Date .....	10/31/08
Last Bill Amount .....	86.00
Last Payment Date .....	2/9/09
Last Payment Amount .....	86.00

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days .....	0.00
Over 120 Days .....	0.00
TOTAL A/R .....	0.00

Total Fees Billed .....	3,739.00
Total Hours Billed .....	18.30
Total Time Value Billed .....	
Total Fees Collected .....	3,739.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
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DAVIS | KUELTHAU

attorneys at law

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April 24, 2009  
Invoice 306563  
Page 4

INVOICE SUMMARY

Total Services: ..... \$688.00  
TOTAL SERVICES AND DISBURSEMENTS: ..... \$688.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
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BROWN COUNTY  
SYBLE HOPP SCHOOL  
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SCHEURING ROAD  
DE PERE, WI 54115

April 29, 2009  
Invoice 306665  
Page 1

For Services Through March 31, 2009

Our Matter # 18852.26430

SYBLE HOPP SCHOOL-GENERAL MATTERS

3/2/09	Review documents from Ms. Natelle regarding pupil safety policies to prepare for mediation.				
	Mary S. Gerbig	1.00 hrs.	215.00/hr	\$	215.00
3/3/09	Meeting with Ms. Natelle and Mr. Hillert regarding mediation issue.				
	Mary S. Gerbig	2.00 hrs.	215.00/hr	\$	430.00
3/5/09	Conference with Attorneys Pollen and Schmeckpeper to prepare for mediation.				
	Mary S. Gerbig	0.80 hrs.	215.00/hr	\$	172.00
3/10/09	Review message from Mary Gerbig; discussion regarding same.				
	Bridget M. Amraen	0.10 hrs.	140.00/hr	\$	14.00
3/11/09	Preparation of Records Release; draft message to Jeff Spitzer Resnick regarding review of same.				
	Bridget M. Amraen	0.30 hrs.	140.00/hr	\$	42.00
3/11/09	Review and revise conflict of interest letter; forward to Ray Pollen for review and signature.				
	Bridget M. Amraen	0.60 hrs.	140.00/hr	\$	84.00
3/16/09	Review inquiry from Ms. Natelle regarding vocational options and respond; conference with Ms. Natelle regarding parent/community commentary.				

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BROWN COUNTY  
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DE PERE, WI 54115

April 29, 2009  
Invoice 306665  
Page 2

	Mary S. Gerbig	0.50 hrs.	215.00/hr	\$	107.50
3/17/09	Review mediation summary and follow-up with Attorney Pollen.				
	Mary S. Gerbig	0.30 hrs.	215.00/hr	\$	64.50
3/23/09	Attend pre-trial hearing; telephone conference with Attorney Gerbig and Ms. Natelle regarding plea.				
	Geoffrey A. Lacy	1.30 hrs.	205.00/hr	\$	266.50
3/23/09	Review request and inquiry from Ms. Natelle and respond; follow-up regarding prehearing; conference with Ms. Natelle, Attorney Lacy and Mr. Hillert regarding status of criminal hearing.				
	Mary S. Gerbig	1.00 hrs.	215.00/hr	\$	215.00
3/26/09	Review email from Ms. Natelle and follow-up with Attorney Pollen.				
	Mary S. Gerbig	0.20 hrs.	215.00/hr	\$	43.00
Total Fees for Professional Services.....				\$	1,653.50

Reimbursable Costs:

	Copy Charges	\$	17.92
	Long Distance Telephone Charges	\$	18.60
3/13/09	Meal charges 3/11/09	\$	42.11
	Total Reimbursable Costs	\$	78.63

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April 29, 2009  
Invoice 306665  
Page 3

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Totals for This Matter

Fees for Professional Services .....	1,653.50
Reimbursable Costs .....	78.63
NET CURRENT BILLING FOR THIS MATTER .....	1,732.13

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MAY 29 2009

Human Resources

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May 27, 2009  
Invoice 307893  
Page 1

Corp. Counsel

For Services Through April 30, 2009

Our Matter # 18852.02588  
SEX OFFENDER MATTER

4/14/09 Review letter from Attorney Gillis; review proposed resolution to effect  
settlement terms.

Bruce A. Olson	0.30 hrs.	215.00/hr	\$	64.50
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Total Fees for Professional Services.....	\$	64.50
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Totals for This Matter

Fees for Professional Services .....	64.50
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NET CURRENT BILLING FOR THIS MATTER .....	64.50
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May 27, 2009  
Invoice 307893  
Page 2

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF May 27, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.02588      SEX OFFENDER MATTER

BILLING HISTORY

Last Bill Date .....	4/24/09
Last Bill-Thru Date .....	3/31/09
Last Bill Amount .....	752.50
Last Payment Date .....	5/15/09
Last Payment Amount .....	86.00

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	752.50
Over 60 Days .....	0.00
Over 90 Days.....	43.00
Over 120 Days .....	1,829.46
TOTAL A/R.....	2,624.96

Total Fees Billed .....	19,764.00
Total Hours Billed .....	99.60
Total Time Value Billed .....	
Total Fees Collected .....	17,145.64

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
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May 27, 2009  
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INVOICE SUMMARY

Total Services: .....	\$64.50
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$64.50</u>

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May 27, 2009  
Invoice 307894  
Page 1

Corp. Counsel

For Services Through April 30, 2009

Our Matter # 18852.02658

LAND CONSERVATION VIOLATIONS

4/6/09	Review of proposed press release and comments; forwarded unmarked copy to Mr. Hafs for his comments.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/6/09	Discussion of Mr. Hafs edits and alternative language for the press release.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
4/16/09	E-mail to DNR on press release.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
4/17/09	Exchanges with DNR on their statement, when it should be available and how to dove tail it with our concerns; e-mails concerning new language.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/20/09	Several e-mail exchanges with Attorney Gerrits on wording for the press release; call to Mr. Hafs regarding changes/wording of press release.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
4/21/09	Review of e-mails from Mr. Hafs and Ms. Van Grinsven, slight modification to statement and mail transmitting press release to Mr. Crass.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50

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Invoice 307894  
Page 2

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Total Fees for Professional Services..... \$ 430.00

Totals for This Matter

Fees for Professional Services ..... 430.00

NET CURRENT BILLING FOR THIS MATTER ..... 430.00

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MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF May 27, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.02658      LAND CONSERVATION VIOLATIONS

BILLING HISTORY

Last Bill Date .....	4/24/09
Last Bill-Thru Date .....	3/31/09
Last Bill Amount .....	559.00
Last Payment Date .....	5/15/09
Last Payment Amount .....	2,386.50

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	559.00
Over 60 Days .....	0.00
Over 90 Days.....	2,752.10
Over 120 Days .....	3,762.50
TOTAL A/R.....	7,073.60

Total Fees Billed .....	16,615.00
Total Hours Billed .....	77.60
Total Time Value Billed .....	
Total Fees Collected .....	9,543.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307894  
Page 4

INVOICE SUMMARY

Total Services: ..... \$430.00  
TOTAL SERVICES AND DISBURSEMENTS: ..... \$430.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.



RECEIVED

MAY 29 2009

Human Resources

 **DAVIS | KUELTHAU**  
attorneys at law

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307895  
Page 1

Corp. Counsel

For Services Through April 30, 2009

Our Matter, # 18852.04908

HOUSING DISCRIMINATION COMPLAINT

4/1/09	Detailed conversation with Ms. Rubin on settlement; amended language and lowered amount.				
	James M. Kalny	1.20 hrs.	215.00/hr	\$	258.00
4/1/09	Drafted and transmitted e-mail outlining preliminary settlement and requesting additional information needed to finalize the settlement.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/1/09	Review of suggested forms from HUD and comparison with the one we instituted; e-mails concerning the same				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/2/09	Discussion with Ms. Rubin regarding the forms and process currently used, the process to approve of the settlement and forwarding our current forms.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/2/09	Review of housing denial letters and appeal form and forward to HUD.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
4/2/09	Review of e-mail from Ms. Rubin regarding BC notices and comparison with those of HUD.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307895  
Page 2

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4/3/09	Review of additional e-mails from HUD and discussion with Mr. Strong regarding recommendations on their suggestions; review and response to several e-mails concerning proposed language.				
	James M. Kalny	0.80 hrs.	215.00/hr	\$	172.00
4/6/09	Review of 2nd full draft of settlement agreement; inserted comments and deletions and forwarded to Mr. Geiser and Mr. Strong for comment.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
4/6/09	E-mails and conversation updating Corporation Counsel on status of matter and other pending matter.				
	James M. Kalny	0.50 hrs.	215.00/hr	\$	107.50
4/7/09	E-mails to and from Mr. Strong regarding the terms of the settlement.				
	James M. Kalny	0.20 hrs.	215.00/hr	\$	43.00
4/8/09	Editing and sending proposal back to HUD with our suggested modification and a memo explaining the main change.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/9/09	Review of Ms. Rubin's comments on our offer of settlement and transmitted those comments with mine to Mr. Strong and Geiser.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
4/20/09	Discussion with Ms. Rubin from HUD regarding proposed changes to settlement agreement and attachments needed.				

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307895  
Page 3

	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/21/09	Review of e-mail from Mr. Strong approving of settlement; review of Mr. Geiser's e-mail and the attachments.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
4/23/09	Discussion with Ms. Rubin regarding potential settlement has been reached.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/23/09	Compiled exhibits, made final edits to stipulation; e-mail o Ms. Rubin regarding same and transmittal to Mr. Strong and Mr. Giesler.				
	James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
4/30/09	Numerous e-mail exchanges with Ms. Rubin at HUD on final draft of settlement, the approval of the settlement and the process for execution of the agreement.				
	James M. Kalny	0.30 hrs.	215.00/hr	\$	64.50
Total Fees for Professional Services.....				\$	1,612.50

Totals for This Matter

Fees for Professional Services .....	1,612.50
<b>NET CURRENT BILLING FOR THIS MATTER .....</b>	<b>1,612.50</b>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307895  
Page 4

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF May 27, 2009

CLIENT: 18852                      BROWN COUNTY  
MATTER: 18852.04908          HOUSING DISCRIMINATION COMPLAINT

BILLING HISTORY

Last Bill Date .....	4/24/09
Last Bill-Thru Date .....	3/31/09
Last Bill Amount .....	688.00
Last Payment Date .....	2/9/09
Last Payment Amount .....	86.00

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	688.00
Over 60 Days .....	0.00
Over 90 Days.....	0.00
Over 120 Days .....	0.00
TOTAL A/R.....	688.00

Total Fees Billed .....	4,427.00
Total Hours Billed .....	21.50
Total Time Value Billed .....	
Total Fees Collected .....	3,739.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307895  
Page 5

INVOICE SUMMARY

Total Services: .....	\$1,612.50
TOTAL SERVICES AND DISBURSEMENTS: .....	<u>\$1,612.50</u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

RECEIVED

MAY 29 2009

Human Resources



DAVIS|KUELTHAU

attorneys at law

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307896  
Page 1

Corp. Counsel

For Services Through April 30, 2009

Our Matter # 18852.95427

BROWN COUNTY SHERIFF TRANSPORT OFFICERS

4/21/09 Reviewed decision and transmitted to Corp Counsel and County Executive.

James M. Kalny	0.40 hrs.	215.00/hr	\$	86.00
----------------	-----------	-----------	----	-------

Total Fees for Professional Services.....	\$	86.00
---	----	-------

Totals for This Matter

Fees for Professional Services .....	86.00
--------------------------------------	-------

NET CURRENT BILLING FOR THIS MATTER .....	86.00
---	-------

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307896  
Page 2

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF May 27, 2009

CLIENT: 18852      BROWN COUNTY  
MATTER: 18852.95427      BROWN COUNTY SHERIFF TRANSPORT  
OFFICERS

BILLING HISTORY

Last Bill Date .....	1/23/09
Last Bill-Thru Date .....	12/31/08
Last Bill Amount .....	887.52
Last Payment Date .....	2/9/09
Last Payment Amount .....	6,823.58

ACCOUNTS RECEIVABLE

0-30 Days .....	0.00
Over 30 Days .....	0.00
Over 60 Days .....	0.00
Over 90 Days .....	0.00
Over 120 Days .....	973.52
TOTAL A/R .....	973.52

Total Fees Billed .....	23,407.50
Total Hours Billed .....	113.20
Total Time Value Billed .....	
Total Fees Collected .....	22,440.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.

BROWN COUNTY  
\*PERSONAL & CONFIDENTIAL\*  
ATTN: MS. DEBORAH KLARKOWSKI, ANALYST  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

May 27, 2009  
Invoice 307896  
Page 3

INVOICE SUMMARY

Total Services: ..... \$86.00  
TOTAL SERVICES AND DISBURSEMENTS: ..... \$86.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS  
PLEASE MAKE CHECKS PAYABLE TO DAVIS & KUELTHAU, S.C.  
THANK YOU.



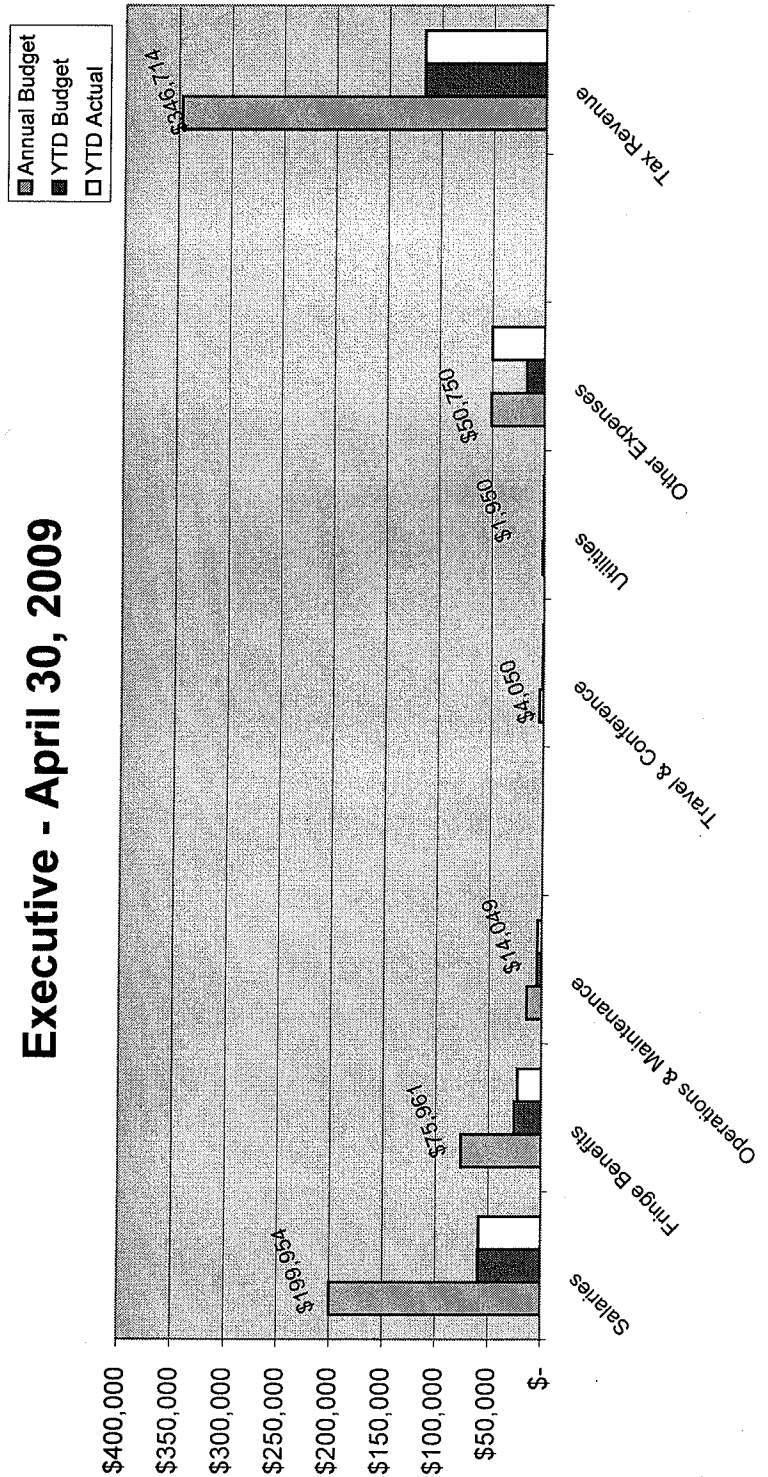
Brown County  
Executive  
Budget Status Report

4/30/2009

HIGHLIGHTS:

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 199,954	\$ 59,217	\$ 58,866
Fringe Benefits	\$ 75,961	\$ 25,322	\$ 22,390
Operations & Maintenance	\$ 14,049	\$ 4,683	\$ 4,198
Travel & Conference	\$ 4,050	\$ 1,350	\$ 487
Utilities	\$ 1,950	\$ 650	\$ 402
Other Expenses	\$ 50,750	\$ 16,917	\$ 50,073
Tax Revenue	\$ 346,714	\$ 115,572	\$ 115,572

Executive - April 30, 2009



DEPT: 10-2901  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
EXECUTIVE  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0001  
DATE: 05/20/2009  
TIME: 06:39:39

.....C U R R E N T M O N T H.....				.....Y E A R T O D A T E.....			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
EXPENDITURES							
14,909	15,381	472	REGULAR EARNINGS	56,723	59,217	2,494	199,954
381	0	(381)	PAID LEAVE EARNINGS	2,143	0	(2,143)	0
15,290	15,381	91	TOTAL SALARIES	58,866	59,217	351	199,954
1,139	6,330	5,191	FICA	4,388	25,322	20,934	75,961
3,521	0	(3,521)	ACCIDENT & HEALTH INSURANCE	13,026	0	(13,026)	0
1	0	(1)	LIFE INSURANCE	5	0	(5)	0
230	0	(230)	DENTAL INSURANCE	851	0	(851)	0
146	0	(146)	DISABILITY INSURANCE	565	0	(565)	0
518	0	(518)	RETIREMENT CREDIT	1,993	0	(1,993)	0
395	0	(395)	RETIREMENT	1,520	0	(1,520)	0
10	0	(10)	WORKERS COMPENSATION INSURANCE	42	0	(42)	0
5,960	6,330	370	TOTAL FRINGE BENEFITS	22,390	25,322	2,932	75,961
(39)	83	122	OFFICE SUPPLIES	295	333	38	1,000
10	42	32	COPY EXPENSE	48	167	119	500
0	42	42	PRINTING	10	167	157	500
100	72	(28)	DUES & MEMBERSHIPS	865	288	(577)	865
10	25	15	POSTAGE	24	100	76	300
0	50	50	BOOKS, PERIODICALS, SUBSCRIPTI	0	200	200	600
750	776	26	INFORMATION SERVICES CHRGBCKS	2,749	3,104	355	9,312
52	52	0	INSURANCE CHARGEBACKS	207	207	0	622
0	29	29	OTHER MISCELLANEOUS	0	117	117	350
883	1,171	288	TOTAL OPERATION & MAINT.	4,198	4,683	485	14,049
0	337	337	TRAVEL, CONFERENCE & TRAINING	487	1,350	863	4,050
0	337	337	TOTAL TRAVEL & CONFERENCE	487	1,350	863	4,050
0	162	162	TELEPHONE	402	650	248	1,950
0	162	162	TOTAL UTILITIES	402	650	248	1,950
0	62	62	LOBBY & MEETING EXPENSE	73	250	177	750
0	4,167	4,167	ADVANCE	50,000	16,667	(33,333)	50,000
0	4,229	4,229	TOTAL OTHER	50,073	16,917	(33,156)	50,750
22,133	27,610	5,477	GRAND TOTAL EXPENDITURES	136,416	108,139	(28,277)	346,714
=====				=====			
				</			

DEPT: 10-2901  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY

**BROWN COUL  
EXECUTIVE**

# EXECUTIVE DEPARTMENTAL BUDGET REPORT

DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0002  
DATE: 05/20/2009  
TIME: 06:39:39

...CURRENT MONTH...

.....YEAR TO DATE.....

	ACTUAL	BUDGET	VARIANCE
1. Sales	100,000	100,000	0
2. Variable costs	60,000	60,000	0
3. Contribution margin	40,000	40,000	0
4. Fixed costs	30,000	30,000	0
5. Operating income	10,000	10,000	0

# SECRET

TOTAL  
REVISED  
BUDGET

REMAINING  
BUDGET

REVENUES

28,893	28,894	1
--------	--------	---

PROPERTY TAXES

115 572

11-11-61

①

28,893	28,894	1
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TOTAL TAXES

115.572

115 572

10

[illegible]

28,893	28,894	1
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GRAND TOTAL. REVENUES

115 573

075

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Brown County  
Board of Supervisors  
Budget Status Report

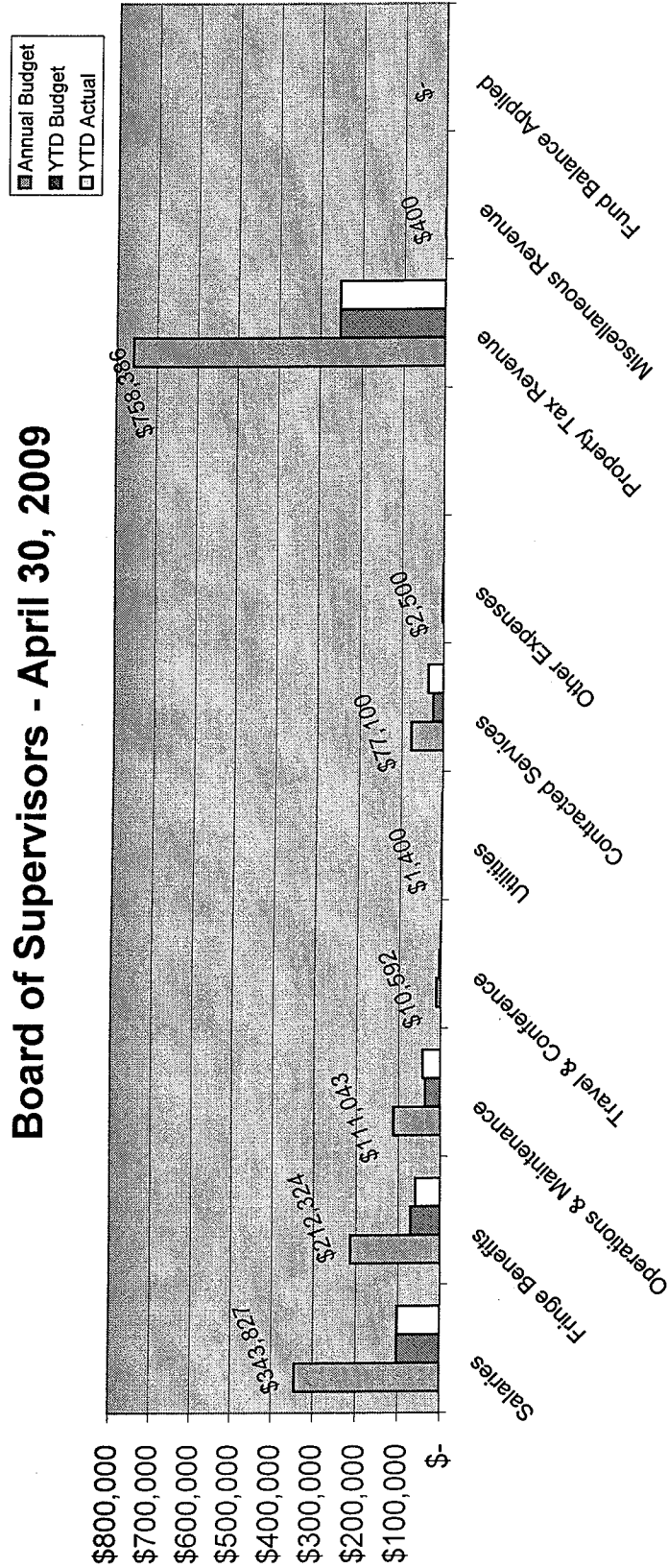
4/30/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 343,827	\$ 101,844	\$ 101,305
Fringe Benefits	\$ 212,324	\$ 70,775	\$ 59,210
Operations & Maintenance	\$ 111,043	\$ 37,014	\$ 43,106
Travel & Conference	\$ 10,592	\$ 3,531	\$ 494
Utilities	\$ 1,400	\$ 467	\$ 420
Contracted Services	\$ 77,100	\$ 25,700	\$ 36,600
Other Expenses	\$ 2,500	\$ 833	\$ 132
Property Tax Revenue	\$ 758,386	\$ 252,795	\$ 252,796
Miscellaneous Revenue	\$ 400	\$ 133	\$ 204
Fund Balance Applied	\$ -	\$ -	\$ -

Highlights:

Dues & Memberships are over budget due to payment of NACO and WCA dues in January while the budget is allocated through the entire year. Special Accounting & Auditing Expense is over budget due to payment of preliminary 2008 audit bills in January while the budget is spread throughout the year.

## Board of Supervisors - April 30, 2009



DEPT: 10-0601  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

....C U R R E N T M O N T H....

BROWN COUNTY  
BOARD OF SUPERVISORS  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

PAGE: 0001  
DATE: 05/20/2009  
TIME: 06:39:39

.....Y E A R T O D A T E.....						
ACTUAL	BUDGET	VARIANCE	EXPENDITURES	ACTUAL	BUDGET	VARIANCE
25,137	26,409	1,272	REGULAR EARNINGS	96,423	101,677	5,254
594	0	(594)	PAID LEAVE EARNINGS	4,882	0	(4,882)
0	42	42	OVERTIME EARNINGS	0	167	167
25,731	26,451	720	TOTAL SALARIES	101,305	101,844	539
1,673	17,694	16,021	FICA	6,560	70,775	64,215
11,543	0	(11,543)	ACCIDENT & HEALTH INSURANCE	44,946	0	(44,946)
22	0	(22)	LIFE INSURANCE	66	0	(66)
958	0	(958)	DENTAL INSURANCE	3,723	0	(3,723)
175	0	(175)	DISABILITY INSURANCE	690	0	(690)
414	0	(414)	RETIREMENT CREDIT	1,712	0	(1,712)
399	0	(399)	RETIREMENT	1,440	0	(1,440)
18	0	(18)	WORKERS COMPENSATION INSURANCE	73	0	(73)
15,202	17,694	2,492	TOTAL FRINGE BENEFITS	59,210	70,775	11,565
135	133	(2)	OFFICE SUPPLIES	353	533	180
38	133	95	COPY EXPENSE	174	533	359
630	1,375	745	PRINTING	2,995	5,500	2,505
0	2,000	2,000	DUES & MEMBERSHIPS	23,245	8,000	(15,245)
37	17	(20)	GAS, OIL, ETC.	37	67	30
0	0	0	ADVERTISING & RECRUITMENT	132	0	(132)
379	792	413	POSTAGE	1,163	3,167	2,004
0	17	17	BOOKS, PERIODICALS, SUBSCRIPTION	0	68	68
1,152	1,213	61	INFORMATION SERVICES	4,213	4,852	639
74	73	(1)	INSURANCE CHARGEBSCKS	294	294	0
0	3,500	3,500	LEGAL FEE CHARGEBSCKS	10,500	14,000	3,500
2,445	9,253	6,808	TOTAL OPERATION & MAINT.	43,106	37,014	(6,092)
494	883	389	TRAVEL, CONFERENCE & TRAINING	494	3,531	3,037
494	883	389	TOTAL TRAVEL & CONFERENCE	494	3,531	3,037
104	117	13	TELEPHONE	420	467	47
104	117	13	TOTAL UTILITIES	420	467	47
0	83	83	PROFESSIONAL SERVICES	0	333	333
0	6,342	6,342	SPECIAL ACCOUNTING & AUDITING	36,600	25,367	(11,233)
0	6,425	6,425	TOTAL CONTRACTED SERVICES	36,600	25,700	(10,900)

DEPT: 10-0601  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

.....CURRENT MONTH.....

ACTUAL	BUDGET	VARIANCE
0	125	125
0	83	83
0	208	208
43,976	61,031	17,055
=====	=====	=====

VETERAN'S RECOGNITION  
ETHICS BOARD  
TOTAL OTHER  
GRAND TOTAL EXPENDITURES

REVENUES

63,199	63,199	0
63,199	63,199	0
0	33	33
0	33	33
63,199	63,232	33
=====	=====	=====

PROPERTY TAXES  
TOTAL TAXES

OTHER MISCELLANEOUS  
TOTAL MISCELLANEOUS REVENUE  
GRAND TOTAL REVENUES

BROWN COUNTY  
BOARD OF SUPERVISORS  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDING APRIL 30, 2009

.....YEAR TO DATE.....

ACTUAL	BUDGET	VARIANCE
132	500	368
0	333	333
132	833	701
241,267	240,164	(1,103)
=====	=====	=====

TOTAL REVISED BUDGET	REMAINING BUDGET
1,500	1,368
1,000	1,000
2,500	2,368
758,786	517,519
=====	=====

252,796	252,795	(1)	758,386	505,590
252,796	252,795	(1)	758,386	505,590
204	133	(71)	400	196
204	133	(71)	400	196
253,000	252,928	(72)	758,786	505,786
=====	=====	=====	=====	=====

PAGE: 0002  
DATE: 05/20/2009  
TIME: 06:39:39

NEW ZOO  
INTERNAL CONTROLS  
AN AUDIT PERFORMED BY THE  
BROWN COUNTY INTERNAL AUDITOR  
APRIL 2009

**BOARD OF SUPERVISORS**

*Brown County*



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4014 FAX (920) 448-6221  
E-mail: perrizo\_sj@co.brown.wi.us

**SARA J. PERRIZO, CPA**  
**INTERNAL AUDITOR**

June 8, 2009

Ms. Mary Scray  
Chairperson, Executive Committee  
305 East Walnut Street  
Green Bay, WI 54301

Dear Chair Scray:

I have completed an audit of the internal controls surrounding monetary receipts and disbursements at the Brown County NEW Zoo. The attached report includes a summary of the fieldwork performed and recommended changes to the internal control structure of the Zoo.

The recommendations and proposed policies detailed in this report have been shared with the Director of the NEW Zoo, Neil Anderson. Mr. Anderson has been given the opportunity to review the report and recommendations with his staff and their responses are attached to the report. This report has also been shared with County Executive Hinz and Lynn Vanden Langenberg, Director of Administration.

Discussion of this report will be placed on the agenda for the Monday, June 8, 2009 Executive Committee meeting.

I would like to share with you my appreciation for the cooperation and assistance I have received from Mr. Anderson, Ms. Maria Fisher and the staff at the Zoo during this audit. I would also like to applaud Mr. Anderson and Ms. Fisher for their diligence in developing procedures in accordance with and in excess of the County's monetary policy.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sara J. Perrizo".

Sara J. Perrizo  
Internal Auditor

cc: Executive Committee Members  
Lynn Vanden Langenberg, Director of Administration  
Neil Anderson, Director, NEW Zoo  
Tom Hinz, Brown County Executive



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Audit Scope.....	4
Background.....	4
Audit Fieldwork Conducted.....	4
Findings and Recommendations.....	4
Conclusion.....	5

### **Audit Scope**

As approved by the Executive Committee as part of the 2009 annual Internal Audit workplan, the scope of this audit included reviewing the internal control structure surrounding the handling of monetary receipts and disbursements at the Brown County NEW Zoo (Zoo). The audit included reviewing the internal controls surrounding the receipt and depositing of revenue, disbursement of payments and storage of all related documents.

### **Background**

Brown County Administrative Policy A-10: Monetary Receipts, Disbursements and Deposits was implemented in March 2006. Since that time the Director and staff at the NEW Zoo have been continuously working on developing procedures to comply with the policy.

In the spring of 2006, an embezzlement of Zoo funds by a member of the Zoo staff was uncovered. Since that time, there have been numerous staffing changes at the Zoo and a complete revision of the internal control structure was completed. In addition, the current staff at the Zoo have been working continuously to maintain and update all internal control policies, including consulting with the County's Internal Auditor when questions or concerns have arisen.

### **Audit Fieldwork Conducted**

Audit fieldwork conducted included interviews with the Zoo Operations Manager and Lead Concessionaire. In addition, observation of all processes surrounding monetary transactions and review and analysis of all pertinent documents were conducted.

### **Findings and Recommendations**

1. There is a log sheet on the deposit drop box which requires employees to record pertinent information whenever the drop box is accessed. However, such a log sheet does not exist for the main safe. To strengthen internal controls, it is recommended that a log sheet be created and used for the main safe.
2. When the daily deposits are prepared, a hand written bank deposit slip is completed and placed with the deposit. A copy of the deposit slip remains in the deposit book. Currently, there is no tracking of the deposit slips to ensure that all are accounted for. It is recommended that a procedure be developed to track the bank deposit slips.
3. If an error is made when filling out a bank deposit slip, both the original and the duplicate are thrown away and a new slip is completed. To improve the audit trail, it is recommended that when a deposit slip is voided, both the duplicate and the original be kept stapled together in the bank deposit book.
4. Currently there are no counters installed in the soda and animal feed vending machines. This makes it difficult to track the amount of product being purchased and therefore to verify the amount of money that should be collected out of the

machines. To improve the audit trail, it is recommended that the Zoo staff look into the possibility of installing counters in the soda and animal feed vending machines.

5. Coins are often needed to fill the various change machines and, at times, there is not time to wait for the bank to deliver the coins. In this circumstance, change is made from the coin revenue that has not yet been deposited. Best accounting practices indicate that all revenue deposits should be made in tact. Therefore, it is recommended that the Zoo work with the bank to minimize this type of circumstance and deposit all revenue in tact.
6. Currently there is only one credit card machine in the admissions area, but there are two cash registers. If a customer goes through the line without the credit card machine and wishes to pay with a credit card, the cashier must walk over to the second register to process the transaction. It is recommended that a second credit card machine be purchased and placed in the admissions area to minimize the amount of time the cashiers are required to move away from the registers.
7. The Zoo currently uses basic cash registers to process all transactions. Although the registers serve the basic needs of the Zoo, they provide a very limited audit trail. To improve the audit trail in areas such as inventory tracking, transaction history, etc, it is recommended that the Zoo look into the cost of purchasing a Point of Sale system for its operations.

### **Conclusion**

The Zoo staff has been working continuously since 2006 to improve and maintain the internal control structure of the department. They have made vast improvements in their monetary handling procedures and the implementation of the above recommendations will serve to further strengthen the internal controls.

**NEW ZOO**

*Brown County*



4418 REFORESTATION ROAD  
GREEN BAY, WISCONSIN 54313

**NEIL S. ANDERSON**

PHONE (920) 434-7841 ext. 105 FAX (920) 434-4162  
E-MAIL ANDERSON\_NS@CO.BROWN.WI.US

**DIRECTOR**

May 28, 2009

Sara Perrizo, CPA  
Internal Auditor-Board of Supervisors  
305 E. Walnut St.  
Green Bay, WI 54305-3600

Dear Ms. Perrizo:

We have reviewed the report as well as the recommendations you have offered to improve our internal controls surrounding monetary receipts and disbursements here at the NEW Zoo. We are pleased to report that 5 of the 7 recommendations were immediately addressed after your visit and the processes are working wonderfully in our daily operations. To the extent that we have complete oversight/control, we have made immediate changes in line with your findings.

I have attached our responses to each recommendation to this letter. Certainly, if you have questions regarding our actions or responses, please let us know.

On behalf of all Zoo staff, I would like to thank you for your contribution and input. Your expertise and recommendations are appreciated and will serve us well as our facility and, subsequently our overall operations, continue to grow.

Respectfully submitted,

Neil S. Anderson  
Director

## Findings & Recommendations

1. There is a log sheet on the deposit drop box which requires employees to record pertinent information whenever the drop box is accessed. However, such a log sheet does not exist for the main safe. To strengthen internal controls, it is recommended that a log sheet be created and used for the main safe.

A log sheet was developed and implemented immediately to track access into the main safe-see attached template. The sheet is secured on the countertop above the safe and wish to report that the process is working effectively.

2. When the daily deposits are prepared, a hand written bank deposit slip is completed and place with the deposit. A copy of the deposit slip remains in the deposit book. Currently, there is no tracking of the deposit slips to ensure that all are accounted for. It is recommended that a procedure be developed to track the bank deposit slips.

In response to this recommendation, we have done two things:

A. We are numbering, by hand, our deposit slip books. Use of the sequentially numbered slips is confirmed as part of our morning reconciliation process prior to the worksheet distribution for the previous business day.

B. Because a more formal numbering system is needed, we are working directly with the Treasurer to secure deposit slip books that are sequentially numbered at the time of production. All deposit slips books are secured thru the Treasurer's office-perhaps other departments can benefit from the change as well. Our request is for a three-ply deposit slip with the following distribution:

Original:	Chase Bank
Pink:	Daily Paperwork
Yellow:	Retained with Deposit Book

3. If an error is made when filling out a bank deposit slip, both the original and the duplicate are thrown away and a new slip is completed. To improve the audit trail, it is recommended that when a deposit slip is voided, both the duplicate and the original be kept stapled together in the bank deposit book.

Effective immediately after the audit, any errors made on deposit slips are voided rather than discarded and are stapled & maintained in the bank deposit book as recommended.

4. Currently there are no counters installed in the soda and animal feed vending machines. This makes it difficult to track the amount of product being purchased and therefore to verify the amount of money that should be collected out of the machines. To improve the audit trail, it is recommended that the Zoo staff look into the possibility of installing counters in the soda and animal feed vending machines.

Immediately after the audit, our soda vendor (Pepsi) was contacted with a request to install counters into our soda vending machines. Our bottle machines are built with digital counters already in them. Our can vending machines needed to have counters installed. On May 7<sup>th</sup>, Pepsi maintenance personnel did, indeed, install counter mechanisms in each of the machines that needed them. At that time, training on how to

read both the new counters and the digital counters was conducted. Now, at the time of collection and service, meters are read, money is collected, machines are filled. Immediately thereafter, revenue is counted & reconciled against the readings. We are also working our Parks Facility Department to do the same for our animal feeders.

5. Coins are often needed to fill the various change machines and, at times, there is not time to wait for the bank to deliver the coins. In this circumstance, change is made from the coin revenue that has not yet been deposited. Best accounting practices indicate that all revenue deposits should be made in tact. Therefore, it is recommended that the Zoo work with the bank to minimize this type of circumstance and deposit all revenue in tact.

This matter has been an ongoing concern for the zoo and there have been multiple meetings held with zoo staff, administration, Chase Bank personnel, the courier (Garda) and the Treasurer's office to resolve the issues surrounding change orders and courier service. Because of the switch in banks, parameters imposed and adhered to strictly by Chase relevant to the timeliness of processing change orders and the inflexibility of our current courier, there are times when coin revenue is 'sold back' to the zoo petty cash/safe out of pure necessity. This is to ensure that coin needs for the facility and operations can be met. The zoo recognizes and understands the importance of following solid accounting principles and will continue to strive to deposit all revenues of all types, in tact. We continue to work the Treasurer to resolve the issues Chase and the courier present relevant to our daily operations in the hopes that, in the future, all revenues can be deposited in tact in all circumstances.

6. Currently there is only one credit card machine in the admissions area, but there are two cash registers. If a customer goes through the line without the credit card machine and wishes to pay with a credit card, the cashier must walk over to the second register to process the transaction. It is recommended that a second credit card machine be purchased and placed in the admissions area to minimize the amount of time the cashiers are required to move away from the registers.

We are pleased to report that a second credit card machine has been purchased and installed in our second admissions lane-improving both internal control measures as well as customer service.

7. The Zoo currently uses basic cash registers to process all transactions. Although the registers serve the basic needs of the Zoo, they provide a very limited audit trail. To improve the audit trail in areas such as inventory tracking, transaction history, etc, it is recommended that the Zoo look into the cost of purchasing a Point of Sale system for its operations.

We do look forward to the opportunity to implement a Point of Sale system. Given budgetary constraints and our efforts to 'live within our means', we have not secured the funding to do so at this time but are optimistic that this endeavor can be accomplished in the near future, particularly as we look forward to increased revenues and multiple points of sale in the new Mayan Taste of the Tropics.

# Safe Log

Week of: \_\_\_\_\_ through \_\_\_\_\_

	Morning		Afternoon	
	Time	Initials	Time	Initials
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

June 17, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

CHANGE IN TABLE OF ORGANIZATION  
HUMAN SERVICES

WHEREAS, during a review of the Human Services current Table of Organization several discrepancies were identified; and

WHEREAS, to resolve the differences the Human Services Department and the Human Resources Department recommend the following changes to the Human Services Table of Organization. The intent of the recommended changes is not to increase the number of FTE's in the overall Table of Organization; and

WHEREAS, it is recommended that the Human Services Table of Organization be changed to delete (1.50) FTE Social Worker/Case Managers, add .50 FTE AODA Counselor III and add 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to correct the discrepancies identified.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the Human Services Table of Organization change deleting (1.50) FTE Social Worker/Case Manager, adding a .50 FTE AODA Counselor III and adding 1.00 FTE Clinical Social Worker/Professional Counselor/Case Manager to correct the discrepancies identified.



# Fiscal Impact Salary and Fringe Benefits

<u>Department</u>	<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Human Services	Social Worker/Case Manager	(1.50)	DELETION	\$(24,950)	\$ (4,754)	\$(29,704)
	AODA Counselor III	.50	ADDITION	\$ 8,706	\$ 1,659	\$ 10,365
	Clinical Social Worker/ Professional Counselor/ Case Manager	1.00	ADDITION	\$ 16,623	\$ 3,167	\$ 19,790
<b>Total Fiscal Impact</b>				<u>\$ 379</u>	<u>\$ 72</u>	<u>\$ 451</u>

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
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HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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CLANCY	20			
WETZEL	21			
LANGAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

## HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: May 29, 2009

TO: Debbie Klarkowski  
Human Resources ManagerFROM: Deb Seidel  
Human Resources Analyst

SUBJECT: Human Services Table of Organization Changes

Human Services recently submitted a Request To Fill A Position for an AODA Counselor II. During a review of the Human Services current Table of Organization, several discrepancies were identified.

To resolve the differences, the following changes to the Table of Organization are recommended. The intent of the recommended changes is not to increase the number of FTE'S of the overall Table of Organization.

The current Table of Organization and actual filled FTE's are:

Position	2009 Budgeted FTE's	2009 Actual FTE's
Social Worker/Case Manager	108.10	102.80 *
AODA Counselor II	8.30	7.85 *
AODA Counselor III	1.00	1.50 **
Clinical Social Worker/ Professional Counselor/ Case Manager	9.00	10.00
<b>Total:</b>	<b>126.40</b>	<b>122.15</b>

\* Lower number of current FTE's than budgeted.

\*\* Actual FTE's over the number of budgeted FTE's.

The recommended changes to the Table of Organization are:

Position	FTE	Addition/ Deletion	Budgeted FTE's
Social Worker/Case Manager	(1.50)	Deletion	106.60
AODA Counselor II	--	No change	8.30
AODA Counselor III	.50	Addition	1.50
Clinical Social Worker/ Professional Counselor/ Case Manager	1.00	Addition	10.00
<b>Total:</b>	<b>0</b>		<b>126.40</b>

2009 Fiscal Impact Calculation  
 For the period 6/1/09 - 12/31/09  
 (Add 0.5 FTE AODA Couns III; Add 1.0 FTE Clinical SW/Pre Couns/Case Mgr; Delete 1.5 FTE Social Worker/Case Mgr)

		Add 1.0 FTE		Delete 1.5	
		Clinica		FTE Social	
		Add 0.5 FTE	SW/Pro	Worker/Case	Cumulative
		AODA Couns	Couns/Case	Mgr	Fiscal Impact
		III	Mgr	(24,950.00)	\$
Salary Fiscal Impact:	\$	8,706.00	16,623.00		379.00
FICA	\$	666.00	1,272.00	\$ (1,909.00)	\$ 29.00
WRS	\$	923.00	1,762.00	\$ (2,645.00)	\$ 40.00
W/C	\$	70.00	133.00	\$ (200.00)	\$ 3.00
Fringe Benefit Fiscal Impact:	\$	1,659.00	3,167.00	\$ (4,754.00)	\$ 72.00
<b>Total 2009 Fiscal Impact:</b>	\$	<b>10,365.00</b>	<b>19,790.00</b>	<b>\$ (29,704.00)</b>	<b>\$ 451.00</b>

June 17, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS OF  
THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

AUTHORITY TO EXECUTE A 2009 LABOR AGREEMENT WITH THE  
BROWN COUNTY LIBRARY CLERK EMPLOYEES  
LOCAL 1901, AFSCME, AFL-CIO

BE IT RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Library Clerk Employees for the year 2009 effective January 1, 2009, which agreement shall provide the following major changes from the 2007-2008 labor agreement.

1. ARTICLE 4. WAGES

C. WISCONSIN RETIREMENT SYSTEM

Increase WRS contribution commensurate with the wage increase.

2. ARTICLE 19. CASUAL DAYS / DISABILITY PLAN

Amend the following beginning at line 434:

Casual days and banked sick leave may be used by an employee to supplement his/her disability benefits in an amount which will equal regular pay. Banked sick leave may be used ~~only after~~ while casual days are ~~exhausted~~ still available.

3. ARTICLE 20. SHORT-TERM DISABILITY LEAVE

Amend the following beginning at line 502:

Employees may use banked sick days to supplement the above coverage and such days may be used ~~only after~~ while casual days are ~~exhausted~~ still available.

3. ARTICLE 27. GRIEVANCE PROCEDURE

Amend the following beginning at line 799:

The aggrieved employee and/or the union steward or officer shall present the grievance, in writing, within ~~fourteen (14) days~~ 12 calendar days of knowledge of occurrence to the immediate supervisor.

4. ARTICLE 29. DURATION

One year agreement (2009).

5. APPENDIX A

Revise to reflect:

1.5% wage increase effective December 21, 2008

1.5% wage increase effective June 21, 2009

6. MEMORANDUMS OF UNDERSTANDING

- 19.5 Hour Positions – DELETE
- Countywide Insurance – DELETE
- Long Term Care – Incorporate into Article 22
- Parking – DELETE
- Direct Deposit – Incorporate into Article 5
- Premium Pay – NEW

Add the following: Employees regularly scheduled to work at the Central Library will receive a fifteen dollar per month (\$15.00) premium in 2009.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

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Total Votes Cast \_\_\_\_\_

Motion:            Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

# **BROWN COUNTY LIBRARY CLERKS TOTAL PACKAGE COSTING**

24.54 FTE'S	<u>2008</u>		<u>2009</u>
<b>WAGES</b>	\$465,337.13	1.50%	\$472,317.19
Effective 6/21/09		1.50%	\$3,542.38
<b>LONGEVITY</b>	<u>\$2,341.56</u>		<u>\$2,341.56</u>
<b>TOTAL WAGES:</b>	<u><u>\$467,678.69</u></u>		<u><u>\$478,201.13</u></u>

<b>\$ INCREASE</b>	<b>\$10,522.44</b>
<b>% INCREASE</b>	<b>2.25%</b>

	(annual)			<u>TOTAL WAGES:</u>
<b>HEALTH /PPO</b>	\$40,830.72	\$40,830.72	0.00%	\$40,830.72
<b>DENTAL</b>	\$11,086.20	\$11,086.20	0.00%	\$11,086.20
<b>LIFE</b>	\$308.76	\$308.76	0.00%	\$308.76
<b>FICA</b>	7.65%	\$35,777.42	7.65%	\$36,582.39
<b>WRS</b>	10.60%	<u>\$49,573.94</u>	10.40%	<u>\$49,732.92</u>
<b><u>TOTAL PACKAGE:</u></b>		<u><u>\$605,255.73</u></u>		<u><u>\$616,742.11</u></u>

<b>\$ INCREASE</b>	<b>\$11,486.38</b>
<b>% INCREASE</b>	<b>1.90%</b>

**TOTAL COST:                      1.90%**

June 17, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

AUTHORITY TO EXECUTE A 2009 LABOR AGREEMENT WITH THE  
BROWN COUNTY MEDICAL EXAMINER INVESTIGATORS,  
LOCAL 1901, AFSCME, AFL-CIO

BE IT RESOVLED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Medical Examiner Investigators, Local 1901, AFSCME, AFL-CIO for the years 2009 effective January 1, 2009, which agreement shall provide the following major changes from the 2007-2008 labor agreement.

1. ARTICLE 7. WAGES

Revise to reflect:

1.5% increase effective 12/28/08

1.5% increase effective 06/28/09

2. ARTICLE 10. WISCONSIN RETIREMENT SYSTEM

The WRS contribution will be increased commensurate with the wage increases.

3. ARTICLE 17. DURATION

One year agreement (2009).

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date: \_\_\_\_\_

Final Draft Approved by Corporation Counsel



BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

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